

Other Services Available:

- **Normal Reproduction Services** — At the XRC facility, skilled Xerox employees operate a wide array of reproduction equipment — working evening and holiday/weekend shifts if necessary — to provide routine and overload reproduction services. We are also equipped to handle those occasional big jobs, as well as your special highly complicated projects.
- **Color Reproduction Services** — We can produce high-quality functional color copies from almost any colored original you have — even from 35mm slides. And they can be copied onto overhead projection transparencies for group presentations and meetings — as well as onto ordinary bond paper for handouts to the participants. Cardstock covers if you like!
- **Special Event Equipment Rentals** — Short-term copier and duplicator rentals for your off-site conventions and meetings — or unusual on-site copying requirements.
- **Emergency Supply Program** — All Xerox Reproduction Centers stock certain Xerox supply items (i.e. toners, papers, transparencies, mailing labels, correction fluid, etc.) which you can purchase in emergency situations across-the-counter to meet your last-minute or weekend in-house requirements.
- **TELESERVICE Facsimile Network** — TELESERVICE is a method of sending or receiving urgently needed documents — contracts, legal papers, medical and financial reports — to or from Xerox Telecopier users in the United States and Canada in a matter of minutes via the telephone.



Xerox Reproduction Centers are located in the following cities:

Baltimore

Xerox Reproduction Center
214 North Charles Street
Baltimore, Maryland 21201
301-332-0001

Boston

Xerographic Reproduction Center
230 Second Avenue
Waltham, Massachusetts 02154
617-890-4733

Sub-Office

Xerox Reproduction Center
35 Batterymarch Street
Boston, Massachusetts 02109
617-542-1436

Brooklyn

Xerox Reproduction Center
1 Smith Street
Brooklyn, New York 11201
212-855-8729

Chicago

Xerox Reproduction Center
160 North Franklin Street
Chicago, Illinois 60606
312-454-2775

Sub-Office

Xerox Reproduction Center
1227 Rand Road
Des Plaines, Illinois 60018
312-297-7610

Cleveland

Xerox Reproduction Center
1231 Superior Avenue N.E.
Cleveland, Ohio 44114
216-771-5500

Dallas

Xerox Reproduction Center
2931 Irving Boulevard
Dallas, Texas 75247
214-638-5380

Detroit

Xerox Reproduction Center
1021 Naughton Street
Troy, Michigan 48064
313-689-8220

Sub-Office

Xerox Reproduction Center
Congress Street Lobby
First National Building
Detroit, Michigan 48226
313-964-0100

Fort Worth

Xerox Reproduction Center
416 Taylor Street
Fort Worth, Texas 76102
817-338-0373

Houston

Xerox Reproduction Center
2929 Milam Street
Houston, Texas 77006
713-526-7176

Long Island

Xerox Reproduction Center
260 Newtown Road
Plainview, Long Island 11803
516-293-4410

Los Angeles

Xerox Reproduction Center
3255 Wilshire Boulevard
Los Angeles, California 90010
213-380-7350

Sub-Office

Xerox Reproduction Center
17744 Skypark Boulevard
Irvine, California 92714
714-754-1866

Miami

Xerox Reproduction Center
5046 Biscayne Boulevard
Miami, Florida 33137
305-758-3686

Milwaukee

Xerox Reproduction Center
732 North Milwaukee Street
Milwaukee, Wisconsin 53202

New Jersey

Xerox Reproduction Center
284 Sheffield Street
Mountainside, New Jersey 07092
201-233-6204

Sub-Office

Xerox Reproduction Center
107 West Tryon Avenue
Teaneck, New Jersey 07666
201-837-1860

New Orleans

Xerox Reproduction Center
417-419 Baronne Street
New Orleans, Louisiana 70112
504-568-9015

New York

Xerox Reproduction Center
295 Madison Avenue
New York, New York 10017
212-397-7400

Sub-Offices

Xerox Reproduction Center
55 Water Street
New York, New York 10041
212-952-4660 or 4661

Xerox Reproduction Center
136 West 52nd Street
New York, New York 10019
212-397-7271 or 7272

Oakland

Xerox Reproduction Center
220 14th Street
Oakland, California 94612
415-832-5902

Philadelphia

Xerox Reproduction Center
1340 Cherry Street
Philadelphia, Pennsylvania 19107
215-563-1323

Pittsburgh

Xerox Reproduction Center
625 Stanwix Street
Pittsburgh, Pennsylvania 15220

Providence

Xerox Reproduction Center
37 Kennedy Plaza
Providence, Rhode Island 02903
401-521-1730

San Francisco

Xerox Reproduction Center
55 Third Street
San Francisco, California 94103
415-495-4820

St. Louis

Xerox Reproduction Center
2145 Hampton Avenue
St. Louis, Missouri 63139
314-644-2600

Washington

Xerox Reproduction Center
1616 North Fort Meyer Drive
Arlington, Virginia 22209
703-841-0900

Sub-Office

Xerox Reproduction Center
1717 "K" Street N.W.
Washington, D.C. 20006
202-872-0720

White Plains

Xerox Reproduction Center
202 Mamaroneck Avenue
White Plain, New York 10601
914-946-7630

Wilmington

Xerox Reproduction Center
704 Delaware Avenue
Wilmington, Delaware 19801
302-658-7904

XEROX

Xerox Square, Rochester, New York 14644
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XEROX

Xerox Reproduction Centers

**Facilities
Management
For
On-Site
Reproduction**

What Is Xerox Facilities Management?

Xerox will equip, staff, operate and manage a reproduction operation for you "on your own premises."

This means we will:

- analyze your reproduction needs
- select and install the appropriate equipment
- provide fully-trained, Xerox-employed operators
- provide professional reproduction management
- provide all supplies and maintain inventory records
- schedule all work
- protect you with comprehensive back-up capability (at our nearby Xerox Reproduction Center)
- send you **one monthly bill** for the complete package (based on detailed job records so you can allocate costs)

Why Xerox Facilities Management?

Now, your management can devote full time and attention to managing the mainstream of your business. We assume full responsibility for the reproduction aspect of your business. Many progressive organizations are already using this concept for food service, data processing, and transportation services.



You No Longer Need To Worry About:

- recruiting, training, and turnover of operators
- absenteeism and tardiness of operators
- scheduling work and meeting deadlines
- handling peak loads and special jobs
- machine downtime
- controlling outside vending
- controlling unnecessary/unauthorized copies
- accurately budgeting monthly reproduction costs
- ordering and maintaining inventory of paper and other supplies
- capital outlays for, and obsolescence of reproduction equipment

Make your reproduction problems disappear by turning them over to Xerox. We have the expertise to solve them for you.



What Capabilities Can Xerox Facilities Management Provide?

- xerographic copying
- xerographic duplicating
- offset duplicating
- microfilming
- paper copies from microfilm
- sorting and collating
- binding and covering
- stapling and punching
- folding and packaging
- cutting and trimming

Benefits Xerox Facilities Management Offers You:

Reproduction cost guaranteed by contract—

Xerox contracts to perform your work at a specified price. Therefore, you can budget accurately.

Guaranteed output—Deadlines always met, regardless of operator absenteeism, machine downtime, or fluctuating workloads. Peak loads and special jobs handled smoothly by temporarily assigning additional skilled operators from the nearby XRC. You are also protected from unusual circumstances, (such as extended machine downtime) or uncontrollable disasters, (such as fire or flood) by the extensive facilities of the Center.

Tailor-made capabilities—Xerox will determine and provide the appropriate equipment for your precise requirements. Should your needs change, we will change equipment and personnel to meet them.

Reduced administrative burden—You receive one monthly invoice. We provide the paper and all other supplies—you do not need to order them or maintain inventory records. We arrange for any technical service required. All operators are Xerox employees—we have responsibility for personnel problems, administration, and record-keeping.

Accurate cost records—We maintain detailed job records so that you can allocate costs among the using departments.

Qualified operators—The Xerox Reproduction Center organization has had long experience and success in recruiting and training qualified people. This assures high quality work and no botched jobs.

Professional Reproduction Management—The Production Manager of the nearby Xerox Reproduction Center has overall responsibility for the management of your installation. He has broad knowledge and experience in all phases of reproduction.